

2014 Jail Standards Update – Cleveland Heights Police Department Jail Facility

Rights and Responsibilities in Medication Administration by Non-Licensed Personnel



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Prepared for the Officers of the
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5 Rights (and Several Responsibilities) Regarding Medications

Welcome/Introduction

What are YOU looking for?

What this is NOT

- NOT giving you authority to administer medications – your policies govern that
- NOT delegating to you the administration of medications – again, that is an internal policy. In nursing, that is patient-specific.

What you should get from this

Awareness of skills necessary to safely administer oral medications

Consistency of practice within your policies and standards

- 5 Rights (!) Familiarity with process for helping someone Self-Administer
- Appropriate handling of different types of medications
- Need for proper storage/limited access
- Need for process of documentation
- Need for process to deal with medication errors

Demonstrations and Practice

Questions

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Skills and Safety Procedures When Working with Medications

<u>BEFORE ADMINISTRATION:</u> <ul style="list-style-type: none"> • Obtain medication/treatment administration authorization • Understand instructions for medication/treatment administration • Understand the purpose for and side effects of medication/treatment • Maintain accurate records • Report unusual reactions • Follow policy and procedures 	
<u>5 RIGHTS</u> RIGHT person RIGHT medication RIGHT time RIGHT dose RIGHT route	
<u>Hand washing</u> <ul style="list-style-type: none"> • Remove rings (fomites) • Wet hands first • Use soap and water before handling medication (hand sanitizers) • Rub all surfaces of hands vigorously for 15 seconds (ABCs) • Rinse hands well • Dry hands • Use towel to turn off water 	
<u>Administration</u> <u>Tablets and Capsules</u> <ul style="list-style-type: none"> ○ Crush or cut tablet ONLY if directed ○ Pour medication into cup/lid ○ Prisoner picks up medication and puts it into his/her mouth ○ Follow medication with 6-8 ounces of water ○ Mouth check? 	

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<u>Metered Dose Inhaler (MDI)</u> <ul style="list-style-type: none"> o Follow physician orders carefully o Attach mouthpiece to inhaler o Have prisoner stand up or sit straight o Shake inhaler for a few seconds o Hold mouthpiece 1-2 inches from lips (use chamber if directed); open mouth o Breathe out naturally o Seal mouth around chamber/mouthpiece o Take deep breath in and squeeze canister down as prisoner is inhaling o Hold breath, up to 10 seconds o Wait 1-2 minutes and repeat process if ordered 	
<u>Auto-injector Medication</u> <ul style="list-style-type: none"> o NO skin preparation is needed o Pull off safety cap o Place tip on thigh – mid-top to mid-outside, hand above knee, hand below groin o Place tip on thigh o Press auto-injector against thigh until activated o Hold in place for 10 seconds o MAY BE INJECTED THROUGH CLOTHING o Follow emergency procedures o Dispose of properly 	
<u>Liquid</u> <ul style="list-style-type: none"> o Use calibrated cup, spoon, or oral syringe to measure proper dose – NO tableware o If using a measurement cup, place it on a flat surface, lean down so eyes are at level of cup, read at bottom of liquid "curve" o Pour from side of bottle opposite the label o Clean outside of bottle after pouring o Be sure all the medication is taken; may mix a <u>small</u> amount of water with contents remaining in cup and have prisoner drink a second time 	
<u>Eye ointment</u> <ul style="list-style-type: none"> o Wear disposable gloves – vinyl preferred over latex o Apply along inside of lower eyelid o Do NOT touch eye or tip of tube o Hold eyelid open for a few seconds o Have prisoner close eye for 20-30 seconds (do not rub) 	

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<u>Eye drops</u> <ul style="list-style-type: none"> ○ Wear disposable gloves – vinyl preferred over latex ○ Shake bottle if directed ○ Have prisoner clean eyes by closing and wiping each eye once from inside corner to outside corner with clean tissue ○ Have prisoner lie down, or sit with head tilted back ○ Have prisoner look up ○ Gently open lower lid ○ Bring medication from outside field of vision ○ Drop one drop ○ Allow eye to close ○ Blot away excess (do not rub) ○ Repeat steps if more than one drop is ordered 	
<u>Skin creams/ointments/patches</u> <ul style="list-style-type: none"> ○ Wear disposable gloves – vinyl/latex ○ Remove dressing and dispose of properly ○ Apply cream/ointment with applicator ○ Apply dressing if instructed ○ Contact health care provider if patch falls off before next dose 	
<u>Ear drops</u> <ul style="list-style-type: none"> ○ Have prisoner lie down with affected ear up ○ If sitting, tilt head as far toward parallel with ground as is possible ○ Clean outer ear with cotton ball and discard ○ Contact health care provider if you see anything unusual ○ GENTLY pull ear up and back ○ Do not let bottle touch surface of ear ○ Drop medication on side of ear canal ○ Have prisoner sit still for several minutes ○ Apply cotton ball if authorized 	
<u>Nasal sprays</u> <ul style="list-style-type: none"> ○ Have prisoner upright – sitting or standing ○ Have prisoner hold one nostril shut ○ Squeeze the medication bottle as prisoner breathes in through open nostril ○ Wait 30-60 seconds, repeat for other nostril or as directed 	

[illegible]